

Program A: Administration and General Support

Program Authorization: Act 91 of 1967; Act 253 of 1972; Act 617 of 1987 and Act 390 of 1991

PROGRAM DESCRIPTION

The mission of the Administration and General Support Program is to provide management leadership and administrative support necessary for the delivery of patient care services.

The goals of the Administration and General Support Program are:

1. To provide a physical plant environment which accommodates the residential living needs of its patients and the working needs of its employees.
2. To expand the agency's information services capabilities and promote the utilization of information services technology by its workforce.
3. To administer and manage the patient care program in a manner that ensures compliance with applicable standards of care.

Sub-activities of this program include administration, human resources, training, payroll, purchasing, accounting, warehouse, maintenance, housekeeping, dietary, security, transportation, medical records, central supply, and switchboard.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.

1. (KEY) To maintain Health Care Financing Administration (HCFA) certification for participation in the long term care reimbursement programs through 95% standards compliance.

Strategic Link: *This objective can be referenced to Goal III, Objective III.1: To maintain annual Health Care Financing Administration (HCFA) certification for participation in the long term care and acute reimbursement programs for the five calendar year period 1999-2003.*

Explanatory Note: The FY 1999-2000 performance standard at the Existing Operating Budget Level (100%) reflects a different calculation methodology that was used in determining the Projected Continuation Budget Level performance for FY 2000-2001. The method of calculation for FY 2000-2001 will be the ratio of standard passed to the total number of standards. Prior years reflect "all or none" compliance, i.e., certification to operate equaled 100%, while decertification would equal 0% compliance.

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percent compliance with HCFA license and certification standards	100%	100%	100%	100%	95%	95%

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$385,899	\$250,040	\$250,040	\$203,285	\$133,621	(\$116,419)
STATE GENERAL FUND BY:						
Interagency Transfers	4,780,970	5,122,537	5,122,537	5,218,486	4,882,006	(240,531)
Fees & Self-gen. Revenues	309,630	422,000	422,000	432,405	412,961	(9,039)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	157,995	188,086	190,081	192,779	184,012	(6,069)
TOTAL MEANS OF FINANCING	<u><u>\$5,634,494</u></u>	<u><u>\$5,982,663</u></u>	<u><u>\$5,984,658</u></u>	<u><u>\$6,046,955</u></u>	<u><u>\$5,612,600</u></u>	<u><u>(\$372,058)</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$2,504,985	\$2,755,598	\$2,755,598	\$2,825,319	\$2,536,463	(\$219,135)
Other Compensation	13,889	48,975	48,975	48,975	48,975	0
Related Benefits	860,735	962,074	962,074	970,709	1,026,550	64,476
Total Operating Expenses	1,789,330	1,809,547	1,811,542	1,802,257	1,594,905	(216,637)
Professional Services	2,400	1,600	1,600	1,632	1,600	0
Total Other Charges	341,513	345,004	345,004	345,207	351,251	6,247
Total Acq. & Major Repairs	121,642	59,865	59,865	52,856	52,856	(7,009)
TOTAL EXPENDITURES AND REQUEST	<u><u>\$5,634,494</u></u>	<u><u>\$5,982,663</u></u>	<u><u>\$5,984,658</u></u>	<u><u>\$6,046,955</u></u>	<u><u>\$5,612,600</u></u>	<u><u>(\$372,058)</u></u>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	134	131	131	131	126	(5)
Unclassified	0	0	0	0	0	0
TOTAL	<u><u>134</u></u>	<u><u>131</u></u>	<u><u>131</u></u>	<u><u>131</u></u>	<u><u>126</u></u>	<u><u>(5)</u></u>

SOURCE OF FUNDING

The Administration and General Support program is funded with State General Fund, Interagency Transfers, Fees and Self-generated Revenues, and Title XVIII Federal Funds (Medicare). Interagency Transfer means of financing represents Title XIX reimbursement for services provided to Medicaid eligible patients received through the Department of Health and Hospitals, Medical Vendor Payments Program. Fees and Self-generated Revenues include: (1) payments from patients for services based on a sliding fee scale; (2) employee meal reimbursement; and (3) miscellaneous income, such as funds received from individuals for copies of patient medical records. Federal Funds are Title XVIII for services provided to medicare eligible patients.

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$250,040	\$5,982,663	131	ACT 10 FISCAL YEAR 1999-2000
			BA-7 TRANSACTIONS:
\$0	\$1,995	0	Carry forward of Federal Funds to repair a fire alarm system
\$250,040	\$5,984,658	131	EXISTING OPERATING BUDGET – December 3, 1999
\$1,664	\$39,819	0	Annualization of FY 1999-2000 Classified State Employees Merit Increase
\$1,632	\$39,039	0	Classified State Employees Merit Increases for FY 2000-2001
(\$6,018)	(\$136,964)	0	Risk Management Adjustment
\$1,683	\$40,256	0	Acquisitions & Major Repairs
(\$59,865)	(\$59,865)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$1,995)	0	Non-Recurring Carry Forwards for fire safety equipment to address deficiency's in the State Fire Code
\$219	\$219	0	Legislative Auditor Fees
(\$518)	(\$518)	0	UPS Fees
(\$900)	(\$21,521)	0	Salary Base Adjustment
(\$6,274)	(\$150,111)	0	Attrition Adjustment
(\$58,367)	(\$79,695)	(5)	Personnel Reductions
\$4,808	\$115,032	0	Salary Funding from Other Line Items
\$156	\$4,832	0	Civil Service Fees
\$12,600	\$12,600	0	Other Adjustments - Increase in Acquisitions for Human Resources System
(\$7,239)	(\$173,186)	0	Other Technical Adjustments - To realign expenditures transferred to Patient Services
\$133,621	\$5,612,600	126	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$133,621	\$5,612,600	126	BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None

\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$133,621	\$5,612,600	126	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 93.8% of the existing operating budget. It represents 93.2% of the total request (\$6,019,865) for this program. The major changes reflected in the analysis of recommendation include: full funding has been provided for all 126 recommended positions and an adjustment to reflect an anticipated attrition factor of 4% totaling a decrease of \$57,437 State General Fund; a net decrease in Risk Management premiums of \$136,964 (-\$6,018 reduction in State General Fund and -\$130,946 reduction in Interagency Transfers); and a technical adjustment to realign expenditures with a transfer of expenses to the Patient Care Program totaling -\$173,186 (-\$7,239 State General Fund, -\$148,230 Interagency Transfer, -\$12,210 Fees & Self-generated Revenues, -\$5,507 Federal Funds).

PROFESSIONAL SERVICES

\$1,600	Contracts to provide chemical and bacteriological analysis of the sewer treatment facilities as required by the United States Environmental Protection Agency, National Pollutant Discharge Elimination System
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\$1,600 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$11,708	Legislative Auditor expenses
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\$11,708 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$252,846	East Louisiana State Hospital - Utilities (Natural Gas)
\$31,500	East Louisiana State Hospital - Fire Protection
\$2,866	Division of Administration - Comprehensive Public Employees' Training Program
\$39,442	Department of Civil Service - Personnel Services
\$12,889	Division of Administration - Uniform Payroll System expenses

\$339,543 SUB-TOTAL INTERAGENCY TRANSFERS

\$351,251 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$52,856 Recommended level of funding for the replacement and repairs of obsolete, inoperable or damaged equipment and buildings

\$52,856 TOTAL ACQUISITIONS AND MAJOR REPAIRS